

MAICO STEERING COMMITTEE MINUTES

October 9, 2007

Present: Dave S., Diane B., Mary W., Craig L., Pam J., Jan K., Ken. K., Jim. G.
Visitor: Ken G.

Opened with a moment of silence and the Serenity Prayer

Reports:

Secretary's Report: moved, seconded and approved as submitted

Treasurer's Report: Ken K. presented the financial statement analysis comparing YTD this year with YTD last year. Ken will present the financials in this format going forward. Ken said the bottom line is fine -- nothing too worrisome. Gross profit is up \$2,631 over last year. Net income is up \$3,826 in 2007. Total expenses are down in 2007 because we had no moving expenses or mid-winter mixer in 2007. The Answering service cost is up over 2006. There is very little change in total assets or total liabilities & equity from the end of 2006 through the end of August 2007 – things are stable. Moved, seconded and approved.

Office Manager's Report: attached

Old Business:

District Visits: Diane asked the MAICO Reps in September if anyone would visit districts 9 and 37. There were no takers. Ken & Craig said they would visit district 37.

Answering Service information –Tabled to November. Pam & Diane didn't have time to do the cost comparison.

Credit cards/PayPal – Ken G. researched costs for Godaddy (MAICO's web host) shopping cart and presented them to the Steering Committee. In Ken's opinion, the Godaddy cart is not feasible due to costs. Ken then presented the PayPal email option. With this option, a customer can browse the catalog on the MAICO site and email Diane what items he/she wants to purchase. Diane will go to the MAICO PayPal account (needs to be established) and generate a receipt for the order. PayPal will give Diane a hyperlink to the receipt. Diane emails this link to the customer, who clicks on the link and pays for the items in PayPal with a credit card, PayPal account or bank transfer. PayPal transfers the funds to MAICO's account. The cost for this option is 2.9% of the sale + \$.30 a transaction. There is no monthly service charge for MAICO. Also customers in-person at MAICO could use the PayPal system to pay with a credit card. Ken will do some research and return in November. Decision tabled until November.

New Business:

Mini-conference in Janesville – end of October. Pam will help

Handicapped-accessible back door – MAICO's landlord finally responded to our continual requests. He has ordered a handle for the outside of the door by the ramp. Once it's installed, Diane will keep the back door unlocked while she is in the office (M-F 11 am – 6 pm). During times when the office is staffed by volunteers, the door will be locked but people can call ahead so the volunteer can open the door.

Steering Committee rotation – 3 committee members are rotating off in December. Will need replacements.

Next Meeting: November 13, 2007 at 6:00PM